



DEPARTMENT OF THE NAVY  
NAVAL EDUCATION AND TRAINING PROFESSIONAL  
DEVELOPMENT AND TECHNOLOGY CENTER  
6490 SAUFLEY FIELD ROAD  
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 5112.1C  
Code 011

06 JUN 2002

**NETPDTC INSTRUCTION 5112.1C**

Subj: ADMINISTRATIVE PROCEDURES FOR HANDLING OFFICIAL MAIL

Ref: (a) NASPNCLAINST 5218.1C  
(b) "DOD Official Mail Manager MPSA".DODOMM@hqdr.army.mil  
on 01/13/2000, 11:41:49 AM

Encl: (1) Official Addresses for NETPDTC

1. **Purpose.** To provide supplemental guidance to reference (a) and to issue administrative procedures for handling official mail.
2. **Cancellation.** NETPDTCINST 5112.1B
3. **Revision.** Since this is a major revision, marginal notations are not annotated. This revision should be read in its entirety.
4. **Organization and Functions**

a. The Command Official Mail Manager will act as liaison with NAS Pensacola Regional Consolidated Mail Management Center (CMMC) and will provide detailed guidance on command official mail.

b. Central Administrative Services (Code 011) will provide the following services:

- (1) Receive official incoming mail and prepare mail for distribution to departments and divisions.
- (2) Dispatch outgoing official mail.
- (3) Provide directory service for mail bearing incomplete or incorrect addresses.
- (4) Maintain an alphabetical directory card/listing for all military and civilian personnel assigned to the command and prospective gains. Maintain directory card for a period of one year for military personnel who have been transferred.
- (5) Maintain mail orderly file.

**06 JUN 2002****5. Responsibilities**

a. The Command Official Mail Manager is responsible for detailed supervision of command official mail and ensuring provisions of reference (a) are carried out.

b. The Military Personnel Support Office is responsible for keeping Central Administrative Services informed of prospective gains and losses.

c. Personnel using official mail services shall become familiar with the provisions of reference (a).

d. Personnel using Federal Express/Express Mail will submit an Express Mail Authorization Form (NASP Form 5218/1 (Rev. 10-98)) with justification for expedited mail service to the Command Official Mail Manager for approval/signature.

6. **Correct Mailing Address.** Incorrect and incomplete addresses are the greatest causes of delay or non-delivery of mail. Official mail should be addressed to this command as outlined in enclosure (1). Use of departmental codes is encouraged, but the use of ZIP + 4 digit is a **MUST**. Whenever practical, show the department/division code on line 2.

**7. Hours of Operation**

a. The Central Administrative Services Office is open 0730-1600, Monday-Friday; Closed Saturday, Sunday, and holidays. Receptacles at Building 2435, Room 1167, are available for outgoing official mail and interarea mail only. No personal mail will be accepted. Military and civilian employees are responsible for depositing personal mail at the U.S. Postal Service Branch Office or into an authorized USPS mail receptacle.

b. Personnel being transferred to NETPDTC may use the command address to forward personal mail for a maximum of 2 months. Central Administrative Services Office will hold all incoming personal mail until member reports aboard and a permanent address is acquired, but not longer than 2 months. **Personal mail should not be sent to their prospective division.**

**8. Time and Method of Distributing Mail**

a. U.S. Mail arrives at the Central Administrative Services at approximately 1030, Monday-Friday. Mail is scheduled for distribution to cognizant department/division from 1130-1600, Monday-Friday.

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b. Out-going mail for same day processing will be delivered to the Central Administrative Services no later than 0930 daily. Mail received or placed in receptacles after 0930 may not be processed until the next day.

c. Large quantity mailing will be delivered to Building 808 prior to 1000, Monday-Friday.

**9. Non-mailable Articles**

a. The mailer will ensure items mailed do not violate the provisions of law. When any doubt exists, consult the Command Official Mail Manager.

b. Non-mailable matter includes, but is not limited to, poisonous matter; all explosives, flammables, or any composition, which may ignite or explode; matter which is likely to destroy, deface, or damage contents of the mailbag or endanger persons engaged in postal work; intoxicating liquors; obscene and indecent matter; lotteries, frauds, or libelous matter; or matter expressing disloyalty and/or threats to the government.

c. Non-administrative material will be shipped through supply at building 809. Non-administrative items include, but are not limited to: computer components, parts, personal items, gifts, etc. Questions regarding qualified materials should be referred to Central Administrative Services (x1733/1734).

**10. Notice of Change of Address.** All personnel reporting on board or being transferred will report to the Central Administrative Services Office and complete Change of Address Cards (OPNAV 5110/5.) All personnel are responsible for keeping their correspondents, personal or publishers, informed of their current address, including ZIP + 4 digit code.

**11. Mail Orderlies**

a. A Mail Orderly is a person appointed by proper authority to receive and deliver incoming and outgoing mail for the unit.

b. Mail Orderlies shall become familiar and comply with the provisions of reference (a) and this directive.

c. Central Administrative Services will prepare and issue three copies of DD Form 285 and forward to NAS Pensacola CMMC to be validated and stamped before a Mail Orderly can receive mail. The original copy will be given to the Mail Orderly, one copy for command file, and one copy for NAS Pensacola CMMC. Strict control

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of these cards will be maintained. Any person appointed as a Mail Orderly will retain the card and carry it at all times while handling official mail. Each person designated should have at least 6 months remaining on board.

d. Upon notification of revocation, DD Form 285 will be returned to Central Administrative Services Office for proper disposition. The revocation date will be annotated on the unit file copy and retained on file for 2 years.

12. **Authorized Personnel.** Only authorized personnel will be admitted in the working area of Central Administrative Services Office mailroom. Authorized personnel include: Commanding Officer, Executive Officer, Department Director, Command Official Mail Manager, Postal Inspectors when properly identified, and supervised working parties.

13. **Chemical/Biological Threat.** In the event a piece of mail is received with a chemical/biological threat (i.e. Anthrax), Central Administrative Services will take the following action:

a. Per reference (b) double bag the letter in a zipper-type plastic bag using latex gloves and a particulate or TB mask;

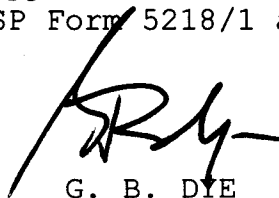
b. Notify the Command Duty Officer (CDO) at 887-1630;

c. Ensure that all persons who have touched the letter wash their hands with soap and water; and

d. List all persons who have touched the letter and/or envelope and provide the list to the CDO.

The CDO will be responsible for all actions/notifications required by reference (b).

14. **Forms.** DD Form 285, Appointment of MPC, Unit Mail Clerk or Mail Orderly, and Fedex NASP Form 5218/1 are available at Central Administrative Services.



G. B. DYE

Distribution: (NETPDTCINST 5216.1E)  
Lists I and II

Web Access: MAIN INDEX  
<https://pennd09.cnet.navy.mil/netpdtc/directives.nsf>

**06 JUN 2002****OFFICIAL ADDRESSES FOR NETPDTC****ACTIVITY****ZIP CODE**

COMMANDING OFFICER  
NETPDTC  
6490 SAUFLEY FIELD RD  
PENSACOLA FL 32509-5237

32509-5237

N2

32509-5204

N2A7

32509-5251

N316

32509-5238

N321

32509-5240

N322

32509-5126

N331

32509-5000

N6

32509-5235

N7

32509-5239

N8

32509-5241

N832-2

32509-5234